**TECHNICAL SUPPORT FOR THE
CENTER FOR ENTERPRISE INTEGRATION**

DELIVERY ORDER FOR GCCS DATABASE MIGRATION

**IMS/RFM USER HANDBOOK
11 March 1996**

IMS/RFMUH-96-D0048-0010
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Preface

This User Handbook was developed to provide keystroke-level assistance in the navigation and use of basic Information Management System (IMS) and Reference File Manager (RFM) functions. Processes are described for feeding each of the remaining Technology Insertion Project (TIP) applications (Dynamic Analysis and Replanning Tool (DART), Medical Execution and Planning System (MEPES) and Joint Flow and Sustainment Tool (JFAST) with both Time Phased Force Deployment Data (TPFDD) information (IMS) and supporting reference files (RFM). Both IMS and RFM instructions are presented individually by application. DART is included in this guide to support stand-alone users and as an interim tool pending the fielding of Requirement Development and Analysis (RDA) software.

Section Two provides the novice user with keystroke assistance on the functioning of one or more applications of each product. Keystrokes are only intended to provide examples of what might be entered by a fictional user.

Revision History

This document is the fourth edition of the User Handbook. It has been updated with procedures applicable to Global Command and Control System (GCCS) Version 2.1. Significant changes include: the omission of DART Unit Information (UI) file extraction procedures.

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TABLE OF CONTENTS

LIST OF APPENDICES

LIST OF FIGURES

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SECTION 1 - TIP FILE MANAGEMENT

Keystroke conventions for this section conform to the following legend:

LEGEND:
Italicized bold print denotes entries keyed by the operator.
Double underlined Italicized entries must be replaced by the correct values.
[CONTROL] denotes pressing the Control key.
[RETURN] denotes pressing the Enter key.
[TRANSMIT] denotes tabbing to and activating or clicking on the TRANSMIT button.
[ESC] denotes pressing the Escape key.
[ALT] denotes pressing the Alt key.
[SHIFT] denotes pressing the Shift key.
[SPACE] indicates that a space is to be entered (usually used when it is not apparent that a space would be inserted).

The procedures contained within this section, are presented with the idea that reference files are downloaded uniquely by application. While this may be so, more often, the Joint Operation Planning System (JOPS) standard reference files are shared by multiple applications. Examples of shared files are the Type Unit Characteristics file (TUCHA) and Geographical file (GEOFILE). Once the reference files are loaded from the GCCS Joint Operation Planning and Execution System (JOPES) Core Database into RFM, they may be transferred into the necessary applications.

Figure 1-1 describes the processes used by each of the applications. In general, files are extracted from the GCCS JOPES Core Database using various extract scripts within IMS/RFM. The files created are then transferred from IMS/RFM to the applications.

It may be necessary at some sites to "air gap" files from the Server to various stand-alone devices containing applications such as DART. One of multiple methods to accomplish this is contained in Appendix A.

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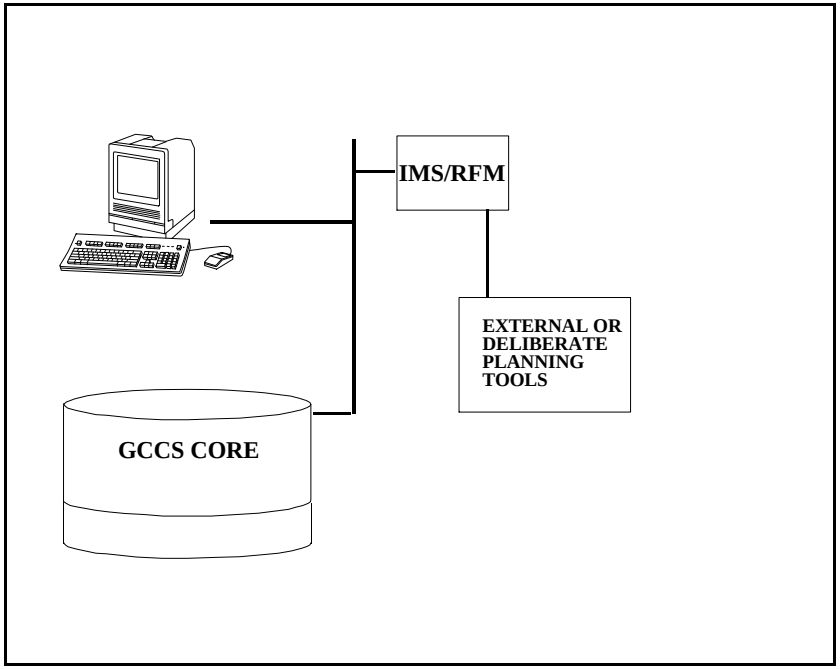

Figure *1-1: Functional Schematic of IMS/RFM.*

1.1 DYNAMIC ANALYSIS REPLANNING TOOL (DART)

Care and feeding of this application requires the user to prepare files for insertion into DART.

1.1.1 Sequence of Events for Preparing DART

PREPARING DART	
Several steps are required to properly populate data files within DART. Files are extracted from JOPES.	
1.	Transfer TPFDD to DART using IMS.
2.	DART-Reference File Manager File Transfers.

1.1.2 Transfer TPFDD to DART Using IMS

TRANSFER TPFDD TO DART USING IMS	
INPUT	**EXPECTED RESULTS**
1. From the GCCS Desktop Launch Window, Click on the **IMS Icon**.	The TIP Information Management System window displays.
2. Select as a source, the GCCS Core Database. Click on **SELECT**. Type ***OPLAN ID***. Click on DART as TPFDD destination. Click on **TRANSFER.**	GCCS Core Database is highlighted. DART is highlighted. The data transfer (log-in) screen appears.
3. At this point the user must fill out the **Create TPFDD** screen to get the appropriate TPFDD built.	A window will appear, connecting to the GCCS Core Database, transferring the TPFDD to IMS. The "Transfer TPFDD from IMS to DART" window appears. Click on **F12-Exit**.
4. **[RETURN]**.	The IMS screen is presented.
5. Click on **QUIT**.	The system is returned to the Launch window.

1.1.3 DART-Reference File Manager File Transfers

DART-REFERENCE FILE MANAGER FILE TRANSFERS	
INPUT	**EXPECTED RESULTS**
Reference File Manager transfers JOPES standard reference files to DART. They include: GEOFILE, ASSETS, CHSTR, and TUCHA. Each file is transferred in the same manner as described below.	
1. From the Launch window, Click on **REF MGR Icon**.	Reference Manager screen is presented.
2. Click on reference file to be downloaded from GCCS JOPES Core Database to the server.	The reference file is highlighted.
3. Click on **UPDATE** Bar.	Update complete message.
4. With the desired reference file highlighted in the Update Box, click on desired application in right box.	Application is highlighted.
5. Click on **TRANSFER** bar.	Last load date changes to present date. System Status notification indicates "load successful".
6. Repeat as necessary for remaining reference files.	
7. Click on **QUIT**.	The Ref Mgr window closes and you are returned to the Launch Window.

1.2 JFAST

Reference files in JFAST are now standard and, procedures for updating files are described in the most recent JFAST Users Manual.

TRANSFERRING TPFDD TO JFAST USING IMS	
INPUT	**EXPECTED RESULTS**
1. Click on the **IMS Icon.**	The TIP Information Management System window displays.
2. Select as a source, the GCCS Core Database. Click on **SELECT**. Type ***OPLAN ID***. Click on JFAST as TPFDD destination. Click on **TRANSFER**.	GCCS Core Database is highlighted. JFAST is highlighted. The data transfer (log-in) screen appears.
3. At this point the user must fill out the **Create TPFDD** screen to get the appropriate TPFDD built.	A window will appear, connecting to the GCCS Core Database, transferring the TPFDD to IMS. The "Transfer TPFDD from IMS to JFAST" window appears. Click on **F12-Exit**.
4. **[RETURN]**.	The IMS screen is presented.
5. Open DOS on the JFAST PC. Locate the JFAST TPFDD files transferred through IMS. They should be on the D Drive (but could be on another drive depending on system configuration) to confirm successful IMS transfer. The file will be called ***TPFDD***.B8, e.g., 4102.B8. Return to the C Drive prompt.	C Drive prompt displayed.

TRANSFERRING TPFDD TO JFAST USING IMS	
INPUT	**EXPECTED RESULTS**
6. At the C: prompt type: ***md\plan*[RETURN]**. Type: ***cd\plan*[RETURN]**. Type: ***md\TPFDD NAME*[RETURN]**. Type: ***dir*[RETURN]**. Confirm that the directory and sub-directory were created. **Note:** JFAST looks for TPFDD files in this directory. Other means may be equally successful in establishing a \PLAN directory recognizable to JFAST. From the C Drive**\PLAN*TPFDD NAME*** prompt proceed to the next step.	The C Drive**\PLAN\(TPFDD NAME)** prompt is displayed.
7. From **C:\PLAN*TPFDD NAME*** prompt type ***DIR D:*** (or drive where TPFDD files were located if different)**[RETURN]**.	Files contained on the D Drive will be listed.
8. From **C:\PLAN*TPFDD NAME*** Type ***copy D:\TPFDD name*.B8 c:*[RETURN]**.	The file identified by ***TPFDD NAME*** on the D Drive will be copied to the Plan Directory on the C Drive.
9. Launch JFAST and follow plan transfer procedures outlined in the second paragraph on Page 8 in the JFAST User's Guide.	The TPFDD should be listed in the JFAST **Plan Save Area**.

SECTION 2 - FUNCTIONAL THREADS

This section provides the novice user with keystroke assistance on the functioning of one or more applications of each product. The sequence of events table is not provided, as each functional thread may be executed independently.

DART FUNCTIONAL IMPROVEMENTS

AND JFAST

FUNCTIONAL THREADS

2.1 DART

DART is used primarily to edit TPFDDs separate from the core database.

2.1.1 Create and Change Unit Line Number (ULN) Values

CREATE AND CHANGE ULN VALUES	
INPUT	**EXPECTED RESULTS**
The DART user is able to create and change ULN values from the DART TPFDD Editor module.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.
3. Click on the **USERID** text box and enter your assigned ***USERID,*** **[RETURN]**.	I-Bar appears in USERID box.

CREATE AND CHANGE ULN VALUES	
INPUT	**EXPECTED RESULTS**
4. Click on the **Password** text box and enter your assigned ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** editor action button.	The TPFDD Editor screen appears.
6. Click on **TPFDD** line in the **TPFDD Information box**.	The Operations Menu appears.
7. Click on the **SELECT** button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN**.	The Choose a TPFDD Menu appears.
9. Select the desired **TPFDD** by clicking on the appropriate action button.	TPFDD loads to TPFDD editor.
10. Click on the **SELECT** action button.	The User Specified Record Retrieval Screen appears.
11. Click on **ENTIRE TPFDD** button	DART displays the retrieved records on the Chart Display.
12. Mark record(s) for change.	Selected REQIDs are highlighted on the Chart Display.
13. Click on the **MARKED RECORDS** menu option.	The Operations on the Marked (ULN/CIN/PIN) List appears.
14. Click on the **RENUMBER** action button.	DART shows the Choose Renumbering Style Screen.
15. Click on the desired **RENUMBERING OPTION** action button.	DART performs required database changes and updates the Chart Display collection and displays the Optional FM Operations Screen.
16. Click on the desired Optional **FM OPERATIONS** action button.	DART performs the desired operation and returns to the Editor Screen.

2.1.2 Create Split Shipment Records

CREATE SPLIT SHIPMENT RECORDS	
INPUT	**EXPECTED RESULTS**
The DART user is able to create single and multiple split shipment records from the DART TPFDD Editor module.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.
3. Click on the **USERID** text box and enter your assigned ***USERID***.	I-Bar appears in USERID box.
4. Click on the **Password** text box and enter your assigned ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** editor action button.	The TPFDD Editor screen appears.
6. Click on **TPFDD** line in the TPFDD Information Box.	The Operations Menu appears.
7. Click on the **SELECT** action button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN** action button.	The Choose a TPFDD Menu appears.
9. Click on desired **TPFDD**.	TPFDD loads to TPFDD editor.
10. Click on the **Express Retrieval** action button.	The Express Retrieval option pop-up window will be displayed.
11. Click on **Retrieve Entire TPFDD**.	The TPFDD chart display will read --- "All records in TPFDD".
12. Mark record (s) for split shipment.	Selected REQID(s) are highlighted on the Chart Display.
13. Click on the **MARKED RECORDS** menu option from the menu option bar.	The Operations on the Marked (ULN/CIN/PIN) List appears.

CREATE SPLIT SHIPMENT RECORDS	
INPUT	**EXPECTED RESULTS**
14. Click on **SPLIT SHIPMENT** action button.	DART displays a confirm split shipment screen.
15. Click the **OK** action button.	DART displays select SPOD screen.
16. Select or type desired ***SPOD GEOLOC***. Use GEOFILE query if GEOLOC is unknown.	DART displays select SPOE screen.
17. Select or type desired ***SPOE GEOLOC***. Use GEOFILE query if GEOLOC is unknown.	DART displays the Rephase Cargo Shipment from RDD screen.
18. Type desired time phasing for **ALD, EAD** and **LAD**.	DART presents a confirmation screen.
19. Click on **OK**.	DART creates the split shipment records.
20. To undo a split shipment, mark the records or click on a single record.	DART presents the Operations on a ULN screen.
21. Click on **Unsplit Shipments**.	The Select Mode of Transportation for Unsplit Shipment screen appears.
22. Click on **Sea** or **Air**.	DART completes the action and creates a single movement record.

2.1.3 View and Edit Level Four Cargo Detail Records

VIEW AND EDIT LEVEL FOUR CARGO DETAIL RECORDS	
INPUT	**EXPECTED RESULTS**
The DART user is able to view and edit level four cargo detail records individually or as a collection.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.

VIEW AND EDIT LEVEL FOUR CARGO DETAIL RECORDS	
INPUT	**EXPECTED RESULTS**
3. Click on the **USERID** text box and enter your assigned ***USERID***.	I-Bar appears in USERID box.
4. Click on the **Password** text box and enter your assigned ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** editor action button.	The TPFDD Editor screen appears.
6. Click on **TPFDD** line in the TPFDD Information box.	The Operations Menu appears.
7. Click on the **SELECT** action button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN**.	The Choose a TPFDD Menu appears.
9. Click on the desired **TPFDD**.	TPFDD loads to TPFDD editor.
10. Click on the **CARGO Icon** on the Editor Display Screen.	DART displays all cargo records in the Cargo Display Window.
11. Expand cargo records by clicking on the Plus **(+)** icon.	DART displays each available level of cargo detail.
12. Edit the desired values by clicking on the current value. After the value print changes to italic, type in new values**[RETURN]**.	DART accepts new cargo detail values.
13. Move or Copy a Cargo Category Code (CCC) by clicking on the desired CCC.	A copy or move action window appears.
14. Click on the **Move** or **Copy** action button.	The CCC destination window appears.
15. Point and click on the target **REQID**.	DART copies or moves the CCC to the destination REQID.

VIEW AND EDIT LEVEL FOUR CARGO DETAIL RECORDS	
INPUT	**EXPECTED RESULTS**
16. To copy or move level four cargo detail records to other REQIDs, expand the cargo record to the fourth level of detail.	DART displays each level four detail cargo record with the number of available items in each record.
17. Click on the **item number** of the level four cargo detail record.	A copy or move action window appears.
18. Click on the **Copy** or **Move** action button.	The level four cargo detail record destination window appears.
19. Click on the target **REQID**.	The number of pieces to move window appears.
20. Type in the number of pieces to move.	DART moves or copies the records to the desired REQID.

2.1.4 Review and Edit Force Module Title and Description

REVIEW AND EDIT FORCE MODULE TITLE AND DESCRIPTION	
INPUT	**EXPECTED RESULTS**
The DART user is able to review and edit force module(s) title and description narrative.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.
3. Click on the **USERID** text box and enter your assigned ***USERID***.	I-Bar appears in USERID box.
4. Click on the **Password** text box and enter your assigned. ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** editor action button.	The TPFDD Editor screen appears.

REVIEW AND EDIT FORCE MODULE TITLE AND DESCRIPTION	
INPUT	**EXPECTED RESULTS**
6. Click on **TPFDD** line in the TPFDD Information Box.	The Operations Menu appears.
7. Click on the **SELECT** action button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN**.	The Choose a TPFDD Menu appears.
9. Select the desired **TPFDD** by clicking on the appropriate action button.	TPFDD loads to TPFDD editor.
10. Select the **FM EDITS** menu option from the menu option bar.	The Force Module Operations screen appears.
11. Select the **Edit FM Text** action button.	DART displays the Choose a Force Module screen.
12. Click on desired **FM** action button.	The Edit Title and Description screen appears.
13. Edit text as required Click **OK**.	DART returns to the TPFDD Edit screen.

2.1.5 Query and View GSORTS UI File and Source Requirements

QUERY AND VIEW GSORTS UI FILE AND SOURCE FORCE REQUIREMENTS	
INPUT	**EXPECTED RESULTS**
The DART user is able to query and view GSORTS UI File and source force requirements using the UI File.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.
3. Click on the **USERID** text box and enter your assigned ***USERID***.	I-Bar appears in USERID box.

QUERY AND VIEW GSORTS UI FILE AND SOURCE FORCE REQUIREMENTS	
INPUT	**EXPECTED RESULTS**
4. Click on the **Password** text box and enter your assigned ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** action button.	The TPFDD Editor screen appears.
6. Click on **TPFDD** line in the TPFDD Information box.	The Operations Menu appears.
7. Click on the **SELECT** action button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN** action button.	The Choose a TPFDD Menu appears.
9. Select the desired **TPFDD** by clicking on the appropriate action button.	TPFDD loads to TPFDD editor.
10. Click on **View** action button.	
11. Click on **Unit Information** action button.	
12. Click on **Query** action button.	
13. Click on button next to **UIC**.	
14. Type valid ***UIC***.	
15. Click on **Do It**.	
16. Click on **UIC** in black area on the left of the screen.	UIC data will be displayed.
17. Click on **Exit**.	
18. Click on **TPFDD** in white box on upper left of the screen.	
19. Click on **Exit**.	
20. Click on **FILE** action button.	

QUERY AND VIEW GSORTS UI FILE AND SOURCE FORCE REQUIREMENTS	
INPUT	**EXPECTED RESULTS**
21. Click on **Exit DART**.	

2.1.6 Create TPFDD Force Records

CREATE TPFDD FORCE RECORDS	
INPUT	**EXPECTED RESULTS**
The DART user is able to create new TPFDD force records.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.
3. Click on the **USERID** text box and enter your assigned ***USERID***.	I-Bar appears in USERID box.
4. Click on the **Password** text box and enter your assigned ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** action button.	The TPFDD Editor screen appears.
6. Click on **TPFDD** line in the TPFDD Information box.	The Operations Menu appears.
7. Click on the **SELECT** action button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN**.	The Choose a TPFDD Menu appears.
9. Click on the desired **TPFDD**.	TPFDD loads to TPFDD editor.
10. Click on **SELECT**.	The User Specified Record Retrieval Screen appears.
11. Select **ENTIRE TPFDD** button.	DART displays the retrieved records on the Chart Display.

CREATE TPFDD FORCE RECORDS	
INPUT	**EXPECTED RESULTS**
12. Click on **Create Records** in the Menu Bar Option Line.	The Enter UTC for ULNs Created window appears.
13. Type in a valid Unit Type Code (UTC)**[RETURN]**.	A Start with 4-character FRN window appears.
14. Type in the number of ULNs to be created**[RETURN]**.	DART creates the desired records and adds them to the bottom of the collection.

2.1.7 Update TPFDD Force Records from TUCHA

UPDATE TPFDD FORCE RECORDS FROM TUCHA	
INPUT	**EXPECTED RESULTS**
The DART user is able to update TPFDD force records from the TUCHA file.	
1. Launch **DART**.	
2. Click on the **Password** text box to activate the I-Bar.	I-Bar appears in password box.
3. Click on the **USERID** text box and enter your assigned ***USERID***.	I-Bar appears in USERID box.
4. Click on the **Password** text box and enter your assigned ***Password***.	The DART Summary screen appears.
5. Click on the **TPFDD** action button.	The TPFDD Editor screen appears.
6. Click on **TPFDD** line in the TPFDD Information box.	The Operations Menu appears.
7. Click on the **SELECT** action button.	The Choose an OPLAN Menu appears.
8. Click on the desired **OPLAN** action button.	Choose a TPFDD Menu appears.
9. Click on the desired **TPFDD**.	TPFDD loads to TPFDD editor.

UPDATE TPFDD FORCE RECORDS FROM TUCHA	
INPUT	**EXPECTED RESULTS**
10. Click on **TPFDD** line in the TPFDD Information Box.	The Operations Menu appears.
11. Click on the **UPDATE** action button.	A notification window appears.
12. Click on **OK**.	The Cancelled UTC Menu appears.
13. Click on the desired action button to replace cancelled UTCs with replacements or use the original UTCs.	An action confirmation window appears.
14. Click on **OK**.	DART updates TPFDD records from the TUCHA file previously downloaded to the server.

2.2 JFAST

The JFAST is a tool used for making detailed estimates of resources required to transport military forces during various scenarios.

2.2.1 JFAST Models

JFAST MODELS	
INPUT	**EXPECTED RESULTS**
1. Click on the **UTILITIES** button, then on the **GEOFILE HELP** button.	The GEOFILE HELP screen appears.
2. Type : ***TMKH***, and tab to **GEOLOC** and **[RETURN]**.	List of GEOFILE information appears with Pope AFB highlighted.
3. Press **ESC** and tab to **DONE [RETURN]**.	JFAST Main Menu appears.
4. Click on **Transportation Analysis** button.	The TRANSPORTATION ANALYSIS screen appears.
5. Click on **RUN MODELS** button.	The SCHEDULING OPTIONS screen appears.
6. To run all models at one time, turn the **Air**, **Land**, and **Sea** Scheduler options to **ON** and click on **RUN**.	Cancel or Start Models Menu appears.
7. Click on **Start Models**.	The screen updates as the simulation progresses and the Transportation Analysis screen appears.
8. Click on **DONE**.	JFAST Main Menu appears.
9. Click on the **Notional Requirements Generator** button.	A processing screen appears, then the main NRG screen.
10. Select **DEFINE FORCES**.	The Select Major Units screen appears.
11. Click on any 4 major forces to select.	Selected forces are marked.
12. Select **PHASE UNITS**.	The Phase Major Units screen appears.
13. Click on **DONE** and **DONE**.	The main NRG screen appears.
14. Click on **QUIT PROGRAM**.	
15. Select **YES**.	JFAST Main Menu appears.
16. Click on the **TRANSPORTATION ANALYSIS** button.	

JFAST MODELS	
INPUT	**EXPECTED RESULTS**
17. Click on the **LAND SUMMARY** button (at the very bottom).	
18. Click on the **REQUIREMENTS** button.	
19. Select **LAND: AIR REQUIREMENTS BY ORIGIN**.	
20. Highlight **FORT BRAGG**.	List of ULN data appears (and other data).
21. Click on the purple window in upper right corner to exit.	
22. Click on the **GRAPHS AND REPORTS** button.	A pop-up list appears.
23. Select the **MAP CONUS ORIGINS**	CONUS map with unit Origins appears.
24. On the map, move pointer to **Fort Bragg** and click.	
25. Click on **ZOOM** button.	ZOOM button is depressed.
26. Move the pointer (now a circle) back to Fort Bragg and click **LEFT** mouse button.	Area selected is expanded.
27. Click on **HIGHWAYS** button.	CONUS map displays with highway overlay.
28. Move the pointer (now a circle) back to Fort Bragg and click **LEFT** mouse button.	Map enlarges to four times original size.
29. Click the **RIGHT** mouse button twice.	Map returns to normal.
30. Click on the **EXIT** button.	
31. To exit **JFAST**, click on **DONE**.	The **C:\ >** prompt will be displayed.

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APPENDIX A

AIR GAP PROCEDURES

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APPENDIX A. AIR GAP PROCEDURES

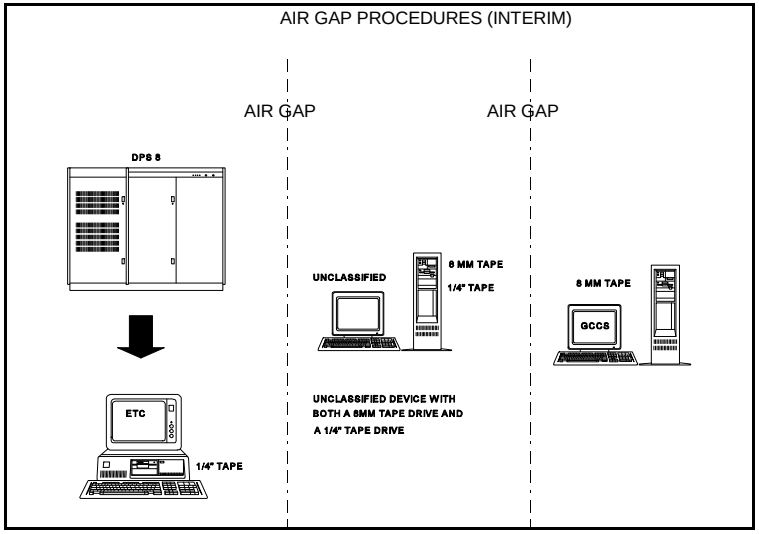

Figure A-1: Notional Air Gap Diagram.

A.1 TRANSFERRING REFERENCE FILES TO RFM

INPUT	EXPECTED RESULTS
From a WIS Workstation connected to WWMCCS with a 1/4" Tape Drive	
1. Use ETC or FTP to transfer file to WWS**.**	
2. Insert 1/4" tape into tape drive.	Allow tape to rewind.
3. At the command shell type ***cd /dirname*** (to directory where file was downloaded).	System prompt returns.

INPUT	EXPECTED RESULTS
4. Type ***tar cvf /dev/rmt/wt6 filename*** (**Note**: wt6 is the typical device name for the 1/4" tape drive) (filename that was downloaded).	~ blocks copied.
Using an unclassified device having both a 1/4" tape drive and a 8mm tape drive (such as a standalone DART machine) copy file to 8mm tape. (Air Gap)	
5. Type ***cd /tmp***.	Changes to tmp directory.
6. Type ***tar xvf /nnn filenamex*** (where nnn is the device name of the 1/4" tape drive).	
7. Type ***tar cvf /xxx filenamex*** (where xxx is the device name of the 8mm tape drive).	Copies the file onto 8mm tape.
8. Type ***rm filenamex***.	This removes the file from the temporary directory. (If a re-boot of the machine is anticipated soon, this may be unnecessary.)
Copy the 8mm tape to the GCCS Server and into directory /h/IMS_RFM /imsdata (Air Gap)	
9. Insert 8mm tape into drive on GCCS server.	
10. Type ***cd /h/IMS_RFM /imsdata***.	Directory changes.

INPUT	EXPECTED RESULTS
11. Type ***tar xvf /xxx filename2*** (where **xxx** is the device name of the 8mm tape drive on the GCCS server). (**filename2** will be one of the names specified in the refmgr admin tool, e.g., **asset.dat**. If you cannot remember the file names, review the refmgr admin tool.)	Tape drive will wind.

A.2 TRANSFERRING TPFDDS TO IMS

INPUT	EXPECTED RESULTS
From a WIS Workstation connected to WWMCCS with a 1/4" Tape Drive	
1. Use **ETC** or **FTP** to transfer file to WWS.	
2. Insert 1/4" tape into tape drive.	Allow tape to rewind.
3. At the command shell type ***cd /dirname*** (to directory where file was downloaded).	System prompt returns.
4. Type ***tar cvf /dev/rmt/wt6 filename*** (**Note**: wt6 is is the typical device name for the 1/4" tape drive.) (filename that was downloaded).	~ blocks copied.

INPUT	EXPECTED RESULTS
Using an unclassified device having both a 1/4" tape drive and a 8mm tape drive (such as a standalone DART machine) copy file to 8mm tape. (Air Gap)	
5. Type ***cd /tmp***.	Changes to tmp directory.
6. Type ***tar xvf /nnn filenamex*** (where nnn is the device name of the 1/4" tape drive).	
7. Type ***tar cvf /xxx filenamex*** (where xxx is the device name of the 8mm tape drive).	Copies the file onto 8mm tape.
8. Type ***rm***.	This removes the file from the temporary directory. (If a re-boot of the machine is anticipated soon, this may be unnecessary.)
Copy the 8mm tape to the GCCS server and into directory /h/IMS_RFM /imsdata/refs (Air Gap)	
9. Insert 8mm tape into drive on GCCS server.	
10. Type ***cd /h/IMS_RFM /imsdata/refs*** (or directory designated by SA).	Directory changes.
11. Type ***tar xvf /xxx filename2*** (where **xxx** is the device name of the 8mm tape drive on the GCCS server). (**filename2** will be the name given the TPFDD.)	Tape drive will wind. This action will put the file in the B8 directory, where it may be read-in by IMS.